

MEDICAL TRANSCRIBER
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: October 29, 30, 31 - November 1, 2002

Collective Bargaining Identification: R04

Job Analysis Conducted By: Libby Beall, Associate Personnel Analyst
Personnel Examining Section
Regional Testing Liaison Unit

Number of Incumbents: There are 70 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated July 31, 2002.

Names of the Subject Matter Expert(s) and their background:

Andrea Gonzalez has been a Medical Transcriber at CSP-Corcoran for 2 ½ years. She has worked for the California Department of Corrections (CDC) for 2 ½ years.

Margy Michalski has been a Health Records Technician II (Supervisor) at California Correctional Institution for 5 years. She has worked for the CDC for 15 years. She has many years of outside experience working as a Medical Transcriber.

Paulette Todd has been a Medical Secretary at Folsom State Prison for 2 ½ years. She has worked as a Medical Transcriber at the California Medical Facility for 2 ½ years. She has worked for the CDC for 7 ½ years.

Ann White has been a Senior Medical Transcriber at Wasco State Prison for 2 years. She has worked as a Medical Transcriber at Valley State Prison for Women for 10 months and at High Desert State Prison for 2 years. She has also worked as a Health Record Technician I at Sierra Conservation Center for 3 months. She has worked for the CDC for five years.

Medical Transcriber INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specifications – Medical Transcriber
- California Department of Corrections (CDC) Duty Statement – Medical Transcriber
- State of New Jersey Specification – Medical Transcriber
- State of Louisiana Specification – Medical Transcriptionist
- State of Arizona Specification – Medical Transcriber
- State of Oregon Specification – Medical Transcriptionists
- O*Net Specification – Medical Secretaries

Other sources were viewed for information (e.g. CDC Personnel Operations, State of Alabama, Connecticut, Kentucky, Nevada and Washington, and County of Sacramento, California); however, the information was not relevant to the job analysis and therefore not included.